

STATE OF MARYLAND
Department of Budget and Management
Office of Information Technology
Contracts & Project Management Division (CPMD)

FMIS Task Order Processing of DBM Information Technology Contracts

- ADPICS initiating approval paths must be set up by each agency's FMIS Functional Coordinator before the first CSP or TSP task order requisition is created by an agency.
- All State agencies are required to create a requisition (PCHL2100) in ADPICS in order to process and purchase IT goods & services that utilize DBM task order processing. ADPICS processing will be in conjunction with offline task order documentation requirements. A "Z1" document type is required for TSP requisitions, and a "C1" ADPICS document type is required for CSP requisitions. All task order requisitions must be routed in ADPICS to the CPMD for consideration.
- Agencies are required to use mandatory ADPICS Initiating Approval Path for all task order requisitions to ensure standards in business process flow and authenticate electronic audit trails. Once a requisition is approved within an agency, steps 2-4 are the mandatory CPMD approval steps.

Approval Path for Task Order Requisitions

1. Initiating Agency (the stakeholder)
 2. CPMD, ADPICS ID. **050P1, Level 100**
 3. Initiating Agency
 4. CPMD, ADPICS ID. **050P1, Level 500** (*final approval & posting*)
- The task order agency requisition must contain a recommended Functional Area commodity code from the list below.
(Do not reference a blanket purchase order on the task order requisition until an award has been made)
 - **CSP Functional Area Commodity Codes**
 - IT & TELECOM. FINANCIAL & AUDITING CONSULTING SERVICES: 91579-000001
 - IT MANAGEMENT CONSULTING SERVICES: 91579-000003
 - BUSINESS PROCESS CONSULTING SERVICES: 91579-000005
 - **TSP Functional Area Commodity Codes**
 - ENTERPRISE SERVICE PROVIDER (ESP), ID NUMBER: 92027-100000
 - ELECTRONIC COMMERCE/ELECTRONIC DATA INTERCHANGE SUPPORT (EC/EDI), ID NUMBER: 92047-100000
 - ELECTRONIC DOCUMENT MANAGEMENT (EDM), ID NUMBER: 92033-100000
 - GEOGRAPHICAL INFORMATION SYSTEMS (GIS), ID NUMBER: 92027-100001
 - SOFTWARE ENGINEERING (SE), ID NUMBER: 92045-ENGINE
 - SYSTEMS/FACILITIES MANAGEMENT AND MAINTENANCE (SFMM), ID NUMBER: 92047-200000
 - INFORMATION SYSTEM SECURITY SUPPORT SERVICES (ISSS), ID NUMBER: 92047-300000
 - APPLICATION SERVICE PROVIDER (ASP), ID NUMBER: 92014-00000
 - When the CPMD receives and approves the initiating agency's TORFP and checklist, the associated agency ADPICS requisition is also approved by the CPMD. At the same time, the CPMD will send the TORFP to the selected vendors in the Functional Area(s) by email.
 - Agencies should hold their requisition on the ADPICS PCHP9210 screen until a vendor has been selected for award.

- Once the initiating agency has selected the vendor for award, they must delete the initial functional area commodity code(s) and enter the appropriate commodity code(s) from that vendor's DBM blanket purchase order.
A listing of DBM statewide blanket purchase orders with associated labor rates is available on the DBM website under Statewide IT contracts for CSP & TSP contract). Valid PCA, AJOB code(s), and dollars amounts for each requisition line are required.
- The agency will approve the requisition in ADPICS to the CPMD for final acceptance.
- The CPMD will post the requisition and create a DBM '050' purchase order. CPMD will post the purchase order, sign, and mail the purchase order along with the vendor's notice to proceed with task order, to the selected vendor.
- When the CPMD, approves the agency requisition, the initiating agency agrees to make payments by voucher processing. Direct voucher payments or R*STARS journal entries are not allowed on DBM task order transactions.
- When the initiating agency receives deliverables under their task order, the CPMD should always forward the following documents as needed to CPMD.
 - Agency Receipt of Deliverable Form
 - Agency Acceptance of Deliverable Form
- Agencies will forward all offline task order documentation to the CPMD referencing the agency task order requisition number.
 - MD Department of Budget & Management
Office of Information Technology
ATTN: CONTRACTS & PROJECT MANAGEMENT DIVISION
45 Calvert Street
Annapolis, MD 21401-1907

Task Order Assistance:

- If you have TSP or CSP issues or concerns, please contact the DBM Contracts & Project Management Division by Phone: 410-260-7642, Fax: 410-974-5615, email: pmo@dbm.state.md.us.
- If you have CSP procurement questions, please contact the DBM Procurement Officer, Sue Woomer by Phone: 410-260-7191, Fax: 410-974-3274, e-mail: swoomer@dbm.state.md.us
- If you have TSP procurement questions, please contact the DBM Procurement Officer, Bill Bowser by Phone: 410-260-7683, Fax: 410-974-3274, e-mail: bbowser@dbm.state.md.us
- If you have general questions concerning FMIS or ADPICS, please contact the DBM OIT Service Desk at 410-260-7778, Fax : 410-974-5060, email: servdesk@dbm.state.md.us.